



SAFEGUARDING AND CHILD PROTECTION PROCEDURES PART 2 SEPT 25

Version 3.0

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Our School

Our Context

These procedures should be read in conjunction with other relevant policies.

The Aspire Academy is committed to providing:

a safe, containing, caring, good humoured and well-disciplined school where strong nurturing relationships and an understanding of childhood trauma and attachment issues are at the heart of everything; a world class Alternative Provision in which we present an environment where all pupils can thrive, grow, heal and achieve through a relentlessly reasonable approach to personal development; opportunities for pupils to build their social capital, resilience, self-esteem and a portfolio of recognised qualifications in order that they may make a positive next-step; all pupils with the opportunities to achieve a positive destination when they leave the Academy.

All staff and visitors who enter the school site are required to use the electronic signing in screen (Sign In App) in reception. Any concerns regarding Safeguarding should be recorded using MyConcern and reported verbally to a member of The Safeguarding Team. Any use of physical intervention is recorded in “the bound and numbered book”, kept in the Head Teachers office.

Our Pupils, Our Families and Our Community

In 2012, all the schools belonging to the two South Worcestershire school’s partnerships took steps to reduce the rate of permanent exclusion in KS4, and to increase the outcomes for this cohort, by coming together to provide the pupils and schools of South Worcestershire, and beyond, with the very own alternative provision free school.

We recognise that our pupils with special educational needs (SEN) or disabilities or certain health conditions may face additional safeguarding challenges and are 3 times more likely to be abused than their peers. Additional barriers can exist when recognising abuse and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s condition without further exploration.
- Pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils.
- The potential for pupils with SEN, disabilities or certain health conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in managing or reporting these challenges.

We offer extra pastoral support to our pupils.

We offer enhanced communication support to our pupils.

Any concerns of abuse involving pupils with SEND will require close liaison with the DSL/ DDSL and the SENCO.

We understand that some children will be more vulnerable, both online and offline, due to their individual needs and / or personal circumstances. We understand that some young people will require more support to keep themselves safe. We are all committed to providing the additional support, education, guidance or multi agency protection that these pupils need to be able to achieve and thrive.

We will ensure that we remain particularly alert to the potential need for additional support at any tier or threshold for a child who:

- Is disabled
- Has special educational needs (whether or not they have a statutory education health and care (EHC) plan)
- Is a young carer
- Is bereaved

- Is showing signs of being drawn into anti-social or criminal behaviour, including being affected by gangs and county lines and organised crime groups and/or serious violence, including knife crime
- Is frequently missing/goes missing from education, care or home
- Is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- Is at risk of being radicalised or exploited
- Is viewing problematic and/or inappropriate online content (for example, linked to violence), or developing inappropriate relationships online
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol
- Is suffering from mental ill health
- Has returned home to their family from care
- Is at risk of so-called 'honour'-based abuse such as female genital mutilation (FGM) or forced marriage
- Is a privately fostered child
- Has a parent or carer in custody or is affected by parental offending
- Is missing education, or persistently absent from school, or not in receipt of full-time education
- Has experienced multiple suspensions and is at risk of, or has been permanently excluded

Recognising Abuse and Taking Action

Our Training and Our Support

We are all trained in recognising and responding to signs of abuse; training is bespoke to our role and responsibility. The DSL manages an annual safeguarding training and development calendar so that we receive updates / guidance and training throughout the year that ensures we are confident and competent to meet the needs of our pupils.

Safeguarding Training / Awareness	DSL / DDSL	School staff in regulated activity	Staff in non-regulated activity	Governors
Safeguarding and Child Protection	✓	✓	✓	✓
KCSIE updates	✓	✓	✓	✓
PREVENT	✓	✓	✓	✓
Online Safety	✓	✓		
FGM	✓	✓		
Private Fostering	✓	✓		
Safer Recruitment	✓			✓

We have a team of staff in our school who are trained to lead safeguarding across our school. The DSL or the DDSL will always be available on site. If we have concerns about a pupil or the conduct of a member of staff (both in school or

outside of school) we always seek advice from the DSL or the DDSL. For more information on the role of the DSL and DDSL, please refer to Part 1 Esteem Safeguarding Policy

Our Safeguarding Team	Names	Contact Details
DSL	Richard Rainbird-Hitchins	rrhitchins@theaspireacademy.org.uk
Senior DDSL	Beta Payne	bpayne@theaspireacademy.org.uk
DDSL	Jo Weston	jweston@theaspireacademy.org.uk
DDSL	Nick Bruton	nbruton@theaspireacademy.org.uk
DDSL	Claire Windsor-Peplow	cwindsorpeplow@theaspireacademy.org.uk
DDSL	Zoe Kingston	zkingston@theaspireacademy.org.uk
DDSL	Mike Grimes	mgrimes@theaspireacademy.org.uk
DDSL	Jodi Conyers	jryan@theaspireacademy.org.uk
DDSL	Joseph King	jking@theaspireacademy.org.uk
Link Governor	Carol Hart	Carol.hart@warriorsfoundation.co.uk
Link Trustee	Hannah Longley	hlongley@esteemmat.co.uk

If the DSL or DDSL requires support or guidance, they can contact:

Role	Contact	Details
Esteem Head of Safeguarding and Early Help	Hannah Longley	hlongley@esteemmat.co.uk
Esteem Head of HR	Chloe Taylor	ctaylor@esteemmat.co.uk
FASST Senior Key Worker (Early Help)	Claire Rafferty	crafferty@esteemmat.co.uk
Chair of LGB (if concerns are around the Head Teacher)	Carol Hart	Carol.hart@warriorsfoundation.co.uk
Local Safeguarding Advice Line	Worcestershire FFD	https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care 01905 822666

Pupils with special educational needs, disabilities or health issues

We recognise that pupils with SEND or certain health conditions can face additional safeguarding challenges. Children with disabilities are more likely to be abused than their peers. Additional barriers can exist when recognising abuse, exploitation and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- Pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils
- The potential for pupils with SEN, disabilities or certain health conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges

- Cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so

We offer extra pastoral support for these pupils. This includes:

Add details of the pastoral support you offer these pupils, as well as the support you provide to help pupils overcome any communication barriers they face.

Any abuse involving pupils with SEND will require close liaison with the DSL (or deputy) and the SENCO.

Pupils with a social worker

Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.

The DSL and all members of staff will work with and support social workers to help protect vulnerable children.

Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare and educational outcomes. For example, it will inform decisions about:

- Responding to unauthorised absence or missing education where there are known safeguarding risks
- The provision of pastoral and/or academic support

Our school and Esteem Multi Academy Trust recognises that supporting pupils and families who may be at risk can be challenging for the staff involved. The DSL (or DDSL) has access to regular Safeguarding Supervision and the Esteem DSL Network.

All staff can access support via Westfield Health.

We follow The Aspire Academy procedures where we have any concerns regarding the welfare or safety of a pupil. Our visitors, volunteers, Governors and Trustees also follow The Aspire Academy procedures, this is made clear to them when they sign into the school Sign In App System upon arrival.

Communicating and Working with Parents and Carers

Where appropriate, we will discuss any concerns about a pupil with their parents or carers. The DSL will normally do this in the event of concern or disclosure.

Other staff will only talk to parents or carers about any such concerns following consultation with the DSL.

If we believe that notifying the parents or carers would increase the risk to the pupil, we will discuss this with the local authority children's social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents or carers of all the children involved. We will think carefully about what information we provide about the other child involved, and when. We will work with the police and/or local authority children's social care to make sure our approach to information sharing is consistent.

The DSL will, along with any relevant agencies (this will be decided on a case-by-case basis):

- Meet with the victim's parents or carers, with the victim, to discuss what's being put in place to safeguard them and understand their wishes in terms of what support they may need and how the report will be progressed.
- Meet with the alleged perpetrator's parents or carers to discuss support for them, and what's being put in place that will impact them, e.g. moving them out of classes with the victim, and the reason(s) behind any decision(s).

If school have assessed that Early Help intervention would be appropriate for the pupil or for the family, this referral to Esteem FASST or Worcestershire Early Help offer will only be completed with consent. Parents and Carers do have the right to withdraw their consent at any point.

Recording and Reporting

For Staff

We will hold records in line with our Esteem Records Retention Policy.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, will be recorded on My Concern, including where referrals were or were not made to another agency such as local authority children's social care or the Prevent programme, etc. If I am in any doubt about whether to record something, I will discuss it with the DSL / DDSL.

Records will include:

- A clear and comprehensive summary of the concern.
- Details of how the concern was followed up and resolved.
- A note of any action taken, decisions reached and the outcome.

Photographs of children / injuries will not be taken by Esteem staff, except in exceptional circumstances and following a discussion with a member of the Esteem Education Team

Concerns, referrals and any other documents regarding safeguarding a pupil (including meeting minutes and reports) will be uploaded and stored in My Concern. This confidential information and will be held securely on My Concern and only available to those who have a right or professional need to see them.

Any non-confidential records will be readily accessible and available.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

If a child for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded as soon as possible, securely, and separately from the main pupil file.

To allow the new school/college to have support in place when the child arrives, this should be within:

- **5 days** for an in-year transfer.
- **The first 5 days** of the start of a new term.

In addition, if the concerns are significant or complex, and/or social care are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

- All records are electronic
- Records are stored using MyConcern
- MyConcern is password protected, and files are only available via the Safeguarding Team
- Information will be retained for the period MyConcern allows
- Records are kept confidential and only shared when appropriate

The Aspire Safeguarding Team shares information with other agencies when this is appropriate, in line with local safeguarding procedures.

Please refer to the EMAT Retention Policy September 25

For Our Pupils

Where there is a safeguarding concern, I will take the pupil's wishes and feelings into account when reporting. The DSL will consider the pupils wishes and feelings when determining what action to take and what services to provide. I recognise the importance of ensuring pupils feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we:

- Have systems in place for pupils to confidently report abuse.
- Pupils have access to speak with ANY member of staff, regarding a safeguarding concern.
- Ensure our reporting systems are well promoted, easily understood and easily accessible for pupils.
- Pupils will have regular access to safeguarding topics through discussion in their relationships/sex education curriculum and assemblies.
- Make it clear to pupils that their concerns will be taken seriously, and that they can safely express their views and give feedback.
- Pupils will feel safe in submitting any concerns, e.g. reassurances provided following disclosures and updated on action taken.

Our Safeguarding Procedures

If a Pupil is Suffering or Likely to Suffer Harm or is in Immediate Danger.

We will make a referral to children's social care and/or the police **immediately** if we believe a child is suffering or likely to suffer from harm or is in immediate danger. Either 999 or 101 (none emergency)

Anyone can make a referral but our DSL and DDSL are trained to lead on referrals.

If I have made the referral directly and I am not the DSL or the DDSL, I will inform the DSL or DDSL immediately or as soon as possible.

We will ensure we follow the procedures for making a referral to Social Care as determined by our local Safeguarding Board / Partnership within Worcestershire:

<https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care>

If an allegation is made against a member of staff a referral will be made to the LADO.

If a Pupil Makes a Disclosure to Me.

If a pupil discloses a safeguarding issue to me, I will:

- Listen to and believe them. I will allow them time to talk freely and will not ask leading questions.
- Stay calm and I won't show that I am shocked or upset.
- Tell the pupil they have done the right thing in telling me. I won't tell them they should have told me sooner.
- Explain what will happen next and that I will have to pass this information on. I will not promise to keep it a secret.
- Write up my conversation on My Concern as soon as possible on the day the information was received using the child's own words. I will stick to the facts, and I won't put my own judgement on it. I will ensure that my language is professional and cannot be misconstrued. I will record information as if it is going to be shared with external partners and parents / carers.
- Ensure that the DSL has received the report. Alternatively, if appropriate, I will make a referral to children's social care and/or the police directly and I will tell the DSL as soon as possible. Aside from these people, I will not

disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

- I understand that some pupils may:
 - Not feel ready or know how to tell someone that they are being abused, exploited or neglected.
 - Not recognise their experiences as harmful.
 - Feel embarrassed, humiliated, or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers.
 - Not be able to disclose using verbal communication and need access to augmentative communication systems and staff trained.
 - Communicate through their behaviour or require staff to recognise changes in their presentation, concentration and motivation.

None of this will stop me from having a 'professional curiosity' and speaking to the DSL if I have concerns about a child.

If I have Concerns About a Child (As Opposed to Believing A Child Is Suffering or Likely to Suffer From Harm, or That They Are In Immediate Danger).



I will record my concern onto MyConcern and I will speak to the DSL or DDSL to agree a course of action. I may be required to take low level actions and record this onto the My Concern system.

If in exceptional circumstances the DSL or the DDSL is not available, this will not delay appropriate action being taken. I will speak to a member of the senior leadership team and/or take advice from Esteem Head of Safeguarding, a Senior Practitioner in the Esteem Family and Student Support Team and / or local authority children's social care. I know I can also seek advice at any time from the NSPCC helpline on 0808 800 5000.

If I take any actions directly, including making a referral to children's local authority social care, I will always seek advice from Esteem MAT and I will share details with the DSL as soon as practically possible. If I make a referral

directly, I will record the details on My Concern immediately. Any online or paper-based referral must be uploaded as a file onto My Concern.

Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will usually make the referral or will support me to do so. The DSL will refer to the local safeguarding partnership / board threshold document and will evidence their concerns using the descriptors published.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes and any discussions are accurately recorded on My Concern.

If the pupil's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

Esteem FASST and Early Help Assessment (EHA)

Esteem FASST are our central Early Help Service. They have a tiered model of support that all pupils and families can access to ensure the right support at the right time.

Further information and referral forms can be found at www.fasst-esteem.co.uk

If an EHA is appropriate, the DSL will generally lead on either liaising with other agencies and setting up an inter-agency assessment or will make a referral to the Esteem FASST who will then lead as appropriate. I may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. We will discuss and agree, with statutory safeguarding partners, levels for the different types of assessment, as part of local arrangements.

The DSL will keep the case under constant review, and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Specific Safeguarding Concerns.

We are trained to notice and to have professional curiosity.

We are supported to discuss our observations and our concerns with a DSL/ DDSL

We are encouraged to have confidence to challenge and think the unthinkable.

These indicators of abuse and the action we will consider are not an exhaustive list but are points for reflection and consideration.

We are skilled at identifying indicators of abuse. We notice changes in behaviour, presentation, motivation and communication and we know what actions are required to promote a pupil's wellbeing and to keep them safe.

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support us to do so.

If I make a referral directly, I tell the DSL immediately or as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

<https://westmids.trixonline.co.uk/>

A pupil whose behaviour towards other pupils causes a safeguarding concern or where we have received an allegation of Child-on-Child Abuse (peer-on-peer where the young people are 18+)

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up", as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils. We have an attitude that child on child abuse can happen here.

We recognise that some groups of children are potentially more at risk. Evidence shows that girls, children with SEN and/or disabilities, and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk of child-on-child abuse. All child-on-child abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations or concerns that raise safeguarding concerns of harm or risk.

This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence.
- Could put pupils in the school at risk of harm.
- Is violent.
- Involves pupils being forced to use drugs or alcohol.
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes).

Sexual violence and sexual harassment can occur:

- Between 2 children of any age and sex.
- Through a group of children sexually assaulting or sexually harassing a single child or group of children.
- Online and face to face (both physically and verbally).

Sexual violence and sexual harassment exist on a continuum and may overlap.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school.

Managing allegations of child-on-child abuse (and peer-on-peer abuse where the young people are 18+)

When supporting victims, we will:

- Reassure that the law on child-on-child abuse is there to protect them, not criminalise them.
- Reassure that they are being taken seriously and that they will be supported and kept safe.
- Ensure that they are never given the impression that they are creating a problem by reporting any form of abuse or neglect. Nor should a victim ever be made to feel ashamed for making a report.

When supporting alleged perpetrators, the DSL will:

- Take the lead role in any disciplining of the alleged perpetrator(s).
- Provide support (or refer to a service to provide support) at the same time as taking any disciplinary action.

Disciplinary action can be taken while other investigations are going on, e.g. by the police. The fact that another body is investigating or has investigated an incident doesn't (in itself) prevent our school from coming to its own conclusion about what happened and imposing a penalty accordingly. We will consider these matters on a case-by-case basis, taking into account whether:

- Taking action would prejudice an investigation and/or subsequent prosecution – we will liaise with the police and/or LA children's social care to determine this.
- There are circumstances that make it unreasonable or irrational for us to reach our own view about what happened while an independent investigation is ongoing.

When recording and reporting an allegation of abuse against another pupil we will:

- Record the allegation and inform the DSL immediately, but we will not investigate it.

The DSL will:

- Contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence.
- Put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed. This will include considering school transport as a potentially vulnerable place for a victim or alleged perpetrator(s).
- Contact the children and adolescent mental health services (CAMHS), if appropriate.

If the incident is a criminal offence and there are delays in the criminal process, the DSL will work closely with the police (and other agencies as required) while protecting children and/or taking any disciplinary measures against the alleged perpetrator. We will ask the police if we have any questions about the investigation.

- Lucy Faithfull Foundation's '[Shore Space](#)', which offers a confidential chat service supporting young people concerned about their own or someone else's sexual thoughts and behaviours.

We will create a supportive environment at The Aspire Academy to minimise the risk of child-on-child abuse by:

- Regularly reviewing decisions and actions and updating policies with lessons learnt.

- Looking out for potential patterns of concerning, problematic or inappropriate behaviour, and deciding on a course of action where we identify any patterns.
- Considering if there are wider cultural issues within the school that enabled inappropriate behaviour to occur and whether revising policies and/or providing extra staff training could minimise the risk of it happening again.
- Being alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems that could be addressed by updating policies, processes and the curriculum, or could reflect wider issues in the local area that should be shared with safeguarding partners.
- Remaining alert to the possible challenges of detecting signs that a child has experienced sexual violence and show sensitivity to their needs.
- Challenging any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images.
- Challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys.
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent.
<https://www.theaspireacademy.org.uk/pshe/>
- Ensuring pupils are able to easily and confidently report abuse using our reporting systems.
- Ensuring we reassure victims that they are being taken seriously.
- Supporting pupils who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, alleged perpetrator(s) and any witnesses are not bullied or harassed.
- Considering intra familial harms and any necessary support for siblings following a report of sexual violence and/or harassment.
- Ensuring staff are trained to understand:
 - How to recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports.
 - That even if there are no reports of child-on-child abuse in school, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”.
 - That if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
 - Children can show signs or act in ways they hope adults will notice and react to.
 - A friend may make a report.
 - A member of staff may overhear a conversation.
 - A child’s behaviour might indicate that something is wrong.
 - That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation.

- That a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.
- The important role they have to play in preventing child-on-child abuse and responding where they believe a child may be at risk from it.
- That they should speak to the DSL if they have any concerns.
- That social media is likely to play a role in the fall-out from any incident or alleged incident, including for potential contact between the victim, alleged perpetrator(s) and friends from either side.

A pupil who has raised concerns around sharing of nudes and semi-nudes ('sexting')

Indicators of risk may include: Warning signs of sexting include secretiveness around phones or computers, mood swings or emotional distress, withdrawal from family, sudden changes in online behaviour or privacy habits, and spending an unusual amount of time on devices, especially late at night. You might also notice the use of strange codes or language online, and the discovery of suggestive images or texts on their phone.

We will report to the DSL immediately if we are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos, (including pseudo-images, which are computer-generated images that otherwise appear to be a photograph or video also known as 'sexting' or 'youth produced sexual imagery')

All adult-involved nude and semi-nude image sharing incidents are child sexual abuse offences and must immediately be referred to police/social care.

I will explain to the pupil that I need to report the incident and reassure them that they will receive support and help from the DSL.

I will **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if I have already viewed the imagery by accident, I must report this to the DSL).
- Delete the imagery or ask the pupil to delete it.
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility).
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers.
- Say or do anything to blame or shame any young people involved.

I will record all of this information accurately on My Concern.

The DSL / DDSL will review the information.

Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that manages safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s).
- If a referral needs to be made to the police and/or children's social care.
- What further information is required to decide on the best response.

- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown).
- Whether immediate action should be taken to delete or remove images or videos from devices or online services – this is likely to be on advice from the police.
- Any relevant facts about the pupils involved which would influence risk assessment.
- If there is a need to contact another school, college, setting or individual.
- Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved).

The DSL will make an immediate referral to police and/or children's social care if:

- The incident involves an adult.
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs).
- What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage or are violent.
- The imagery involves sexual acts and any pupil in the images or videos is under 13.
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming).

If none of the above apply then the DSL, in consultation with the headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks.

They may hold interviews with the pupils involved (if appropriate and all pupils involved attend your school).

If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Informing parents/carers

The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

Referring to the police

If it is necessary to refer an incident to the police, this will be done through a safer school's officer, a police community support officer, local neighbourhood police or dialling 101.

Recording incidents

All incidents of sharing of nudes and semi-nudes, and the decisions made in responding to them, will be recorded on My Concern.

Curriculum coverage

Pupils are taught about the issues surrounding the sharing of nudes and semi-nudes as part of our relationships education / relationships and sex education and online safety curriculum. Teaching follows best practice in delivering safe and effective education will do so through Jigsaw.

A pupil who is Missing from Education or is Absent from Education

We understand that pupils who go missing from education could be at increased vulnerability to abuse, exploitation and neglect. There are many circumstances where a child may become missing from education, but some children are particularly at risk.

Pupils being absent from education for prolonged periods and/or on repeat can act as a warning sign to a range of safeguarding issues.

Indicators of risk may include: Warning signs that a pupil may be Missing from or Absent from Education include significant and persistent absence, especially if it's without a clear reason or if parents are disengaged from the school. Other indicators are a child being secretive, frequently tired, undergoing major changes in behavior or friendships, or being seen in unusual places or times. These signs can point to safeguarding issues like [child abuse](#), neglect, exploitation, or mental health problems.

- Patterns of unauthorised absence, particularly in regard to:
 - Pupils from a Gypsy, Roma or Traveler family.
 - Pupils from Service Personnel families.
 - Pupils who arrive from new migrant families.
 - Pupils who are supervised by the youth justice system.
- Patterns of disengagement from parents / carers (not being able to get in touch or respond to communication attempts)
- Any warning signs that a child may be travelling to conflict zones, be at risk of FGM or forced marriage.
- Any signs that a child may be suffering from harm or neglect, or these risks have been identified.

Actions we will consider are:

- Home visits
- Dialogue with the referring school/LA representative
- Call the Child Missing from Education Team

A pupil who is persistently absent from education, including persistent absences for part of the school day.

The statutory guidance [Working Together to Improve School Attendance](#) sets out how we work with local authority children's services where school absence indicates safeguarding concerns.

Indicators of risk may include: Warning signs of a persistently absent pupil can include the child showing disengagement, appearing anxious, having negative peer relationships, or displaying stress about school. Families might also provide fictitious reasons for absence or struggle to maintain routines, and a child being absent mid-week rather than just Fridays can signal a more habitual pattern of absence. These signs are crucial indicators for schools to investigate potential underlying issues such as mental health problems, bullying, family issues, or other safeguarding concerns like neglect.

Attendance may be impacted by a pupil's mental health

Actions we will consider:

Worcestershire school's have a duty to notify the Local Authority of cases of irregular attendance and continuous absence.

A notification form should be used to notify the Local Authority of the following authorised or unauthorised absences:

- 10 days continuous absence (including if the child is likely to be absent for more than 15 days due to illness/injury).
- Irregular attendance or regular absence where attendance is not improving despite ongoing school intervention.
- Update to any previous notification - this should be done at regular intervals (suitable to that case), or if new information has been received. Please do not just send updates every ten days.
- Where a Part Time Timetable or Pastoral Support Plan has failed and attendance has not improved or has deteriorated further (previous Part-Time Timetable notifications should have been submitted).
- Where a child is marked present but is not receiving a suitable education, for instance if a child's anxiety, illness or behaviour is preventing access to a classroom.

The form is a notification only and not a referral.

Upon receiving the notification form, the Local Authority *may* contact the school to discuss the situation or suggest further action regarding the pupil's absence.

A pupil who may be a Young Carer

Indicators of risk may include: Warning signs that a pupil may be a Young Carer include academic underachievement, frequent tiredness, and lateness, as well as social isolation, anxiety, and withdrawal. Other indicators include signs of neglect, physical health problems, and behavioural issues, though young carers often hide their responsibilities due to guilt or fear. You may also notice changes in their home life, such as a parent's illness or disability, or a parent missing school events.

Actions we will consider are:

- Discussion with the family
- Discussions with the referring school/ or LA representative
- A possible referral to: <https://www.worcestershire.gov.uk/council-services/adult-social-care/looking-after-someone-carer-support/young-carers-and-young-adult-carers>

A pupil who may be at risk of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity. It may involve an exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Indicators of risk may include:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

Actions we will consider are:

- A possible referral to Worcestershire Family Front Door
- A referral to the Police
- A referral to Get Safe

A pupil who may be at risk of serious violence

Indicators of risk may include:

- Increased absence from school.
- Change in friendships or relationships with older individuals or groups.
- Significant decline in performance.
- Signs of self-harm or a significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions (this could indicate that the child has been approached by, or is involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above).

We understand the following risk factors which increase the likelihood of involvement in serious violence include:

- Being male.
- Having been frequently absent or permanently excluded from school.
- Having experienced child maltreatment.
- Having been involved in offending, such as theft or robbery.

Actions we will consider are:

- A possible referral to Worcestershire Family Front Door

- A referral to the Police
- A referral to Get Safe

A pupil who may be at risk of CSE

Child sexual exploitation (CSE) is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity. It may involve an exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence

We know that CSE is form of child sexual abuse that may involve physical contact, including assault by penetration or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include noncontact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship.

Indicators of risk may include:

- Unexplained gifts, money or new possessions.
- Associate with other children involved in exploitation.
- Suffer from changes in emotional well-being.
- Misuse alcohol and other drugs.
- Go missing from home or care for periods of time or regularly come home late.
- Regularly miss school or education or do not take part in education.
- Have older boyfriends or girlfriends.
- Suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

Actions we will consider are:

- A possible referral to Worcestershire Family Front Door
- A referral to the Police
- A referral to Get Safe

A pupil who may be susceptible to radicalisation into terrorism

There is no single way of identifying an individual who is likely to be susceptible to radicalisation into terrorism. We understand the national threat picture and the local risks that may impact on our pupils, their families and our school.

Radicalisation refers to the process of a person legitimising support for, or use of, terrorist violence

Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

- Negate or destroy the fundamental rights and freedoms of others; or
- Undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
- Intentionally create a permissive environment for others to achieve the results outlined in either of the above points

Terrorism is an action that:

- Endangers or causes serious violence to a person/people;
- Causes serious damage to property; or
- Seriously interferes or disrupts an electronic system

Radicalisation can occur quickly or over an extended period.

Indicators of risk may include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong

Actions we will consider are:

- consider the level of risk and decide which agency to make a referral to. This could include the Police or [Channel](#), the government's programme for identifying and supporting individuals at risk of becoming involved with or supporting terrorism or the local authority children's social care team.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

A pupil who has a family member in prison, or is affected by parental offending

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health

Indicators of risk may include:

Actions we will consider are:

- Seek if the family would like support
- Reach out to services such as: [Children Heard and Seen](#) or the [Prisoners' Families Helpline](#).

A pupil whose family circumstance may presenting challenges. This could be concerns around:

Parental drug and alcohol misuse

Indicators of risk may include: Parents/Guardians/Carers being emotionally unavailable at times because of their preoccupation with drugs and alcohol. Substances (and not having substances when they need them) creating mood swings which can create disorganised home environment, money being diverted to substances rather than family needs. Unusual patterns of behaviour and patterns. Increase in criminal activity to fund misuse.

Actions we will consider are:

- Possible referral to Children Services
- Possible referral to Adult Services
- Referrals to Craunston (Worcestershire)

Adult mental health issues

Indicators of risk may include: Warning signs of adult mental health issues include mood changes like prolonged sadness or irritability, behavioral shifts such as social withdrawal or increased risk-taking, changes in daily functioning

like sleep and appetite disturbances, and cognitive alterations including poor concentration or confused thinking. Other indicators are increased fears, persistent worry, feelings of hopelessness, substance misuse, and suicidal thoughts, which necessitate professional evaluation by a doctor or mental health professional.

Actions we will consider are:

- Inform Worcestershire FFD if a child is at risk
- Sign post a parent or adult to Worcestershire Adult Services: <https://www.worcestershire.gov.uk/council-services/adult-social-care>
- Sign post an adult to contact their GP or NHS 111

Domestic Abuse. We understand that children are also victims of Domestic Abuse.

The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children.

Children can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse (abuse in intimate personal relationships between children) and child/adolescent to parent violence and abuse. It can be physical, sexual, financial, psychological or emotional. It can also include ill treatment that isn't physical, as well as witnessing the ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background, and domestic abuse can take place inside or outside of the home. Children who witness domestic abuse are also victims.

Older children may also experience and/or be the perpetrators of domestic abuse and/or violence in their own personal relationships. This can include sexual harassment.

Indicators of risk may include:

Here are some "red flags" that may indicate an abusive relationship or one that could become abusive:

Jealousy and Possessiveness -They want to be with you constantly, accuse you of cheating or flirting with others, and monitor your every move through calls and texts. This behaviour isn't motivated by care—it's about control.

Rushing the Relationship - They claim "love at first sight" and pressure you for commitment too soon. They try to push the relationship forward at a pace that's uncomfortable for you, not allowing space for natural growth.

Love Bombing- They overwhelm you with excessive compliments, extravagant gifts, and declarations of love early on. This intense attention is meant to manipulate your emotions and create dependency.

Isolation- They try to cut you off from family, friends, and other support networks, often framing it as concern for your well-being. They may make demeaning comments about the people close to you, such as "You don't need them now that you have me" or "I'm the only one who truly cares about you."

Feeling Fearful or Walking on Eggshells- You may feel constantly anxious, as though you need to be careful not to upset them. This fear is a major indicator of emotional manipulation and control.

Quick Temper and Aggressive Behaviour- They get angry quickly or show aggression—verbally or physically. This may include yelling, shoving, or physically blocking your exit.

Pressure to Have Sex - They try to guilt-trip or emotionally manipulate you into sex, sulking, or getting angry when you refuse. They might also make sexual or degrading comments that make you uncomfortable.

Manipulative Phrases - They might say things like, "If you really loved me, you would..." to pressure you into doing things you're not comfortable with.

Hypersensitivity- They react to the smallest perceived slights with anger or outrage. They may see everything as a personal attack and are easily offended by comments or actions that seem harmless to others.

Boasting About Past Mistreatment - They brag about mistreating others—like ex-partners or family members—and minimise their actions, claiming that the other person was "crazy" or that it "wasn't that bad." This is a huge red flag.

Blaming Others- They never take responsibility for their actions or behaviour. When problems arise, it's always someone else's fault.

Substance Abuse- The use of drugs or alcohol can exacerbate controlling and abusive behaviour, though abuse can happen with or without substance involvement.

Cruelty to Animals or People- They may exhibit cruelty toward animals or children, or show a lack of empathy for others.

Mood Swings- Sudden, extreme mood changes can make the relationship feel unpredictable and unsafe. One moment they're loving, and the next, they're angry or sad.

Disrespect for Your Boundaries - They disregard your privacy or belongings, snooping through your personal items or dismissing your needs and space.

- DA notifications are sent to DSL via the Worcestershire Portal. We will not contact parents when we receive a notification; we will ensure we are available to support the child

Actions we will consider are:

- Make a referral to Worcestershire Children Services, if needed
- Seek guidance from: <https://www.worcestershire.gov.uk/council-services/adult-social-care/safeguarding-and-concerns-about-adult/domestic-abuse-support>
- Liaise with professionals as required for guidance and information sharing
- Follow the Operation Encompass Guidance as per training set out for DSL's

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare.

Indicators of risk may include: Signs of family homelessness or risk of it include a lack of secure or affordable housing, being forced to stay with friends or family, eviction notices, rent arrears, domestic abuse, or family breakdown. Other indicators can be related to changes in family life, such as leaving care or prison, unemployment, or the inability to afford living costs.

Actions we will consider are:

- Contact the local council's housing department or Citizens Advice for advice and assistance under the Homelessness Reduction Act, which requires councils to help prevent or relieve homelessness.
- Seek practical advice and legal support from charities like [Shelter](#) and [Crisis](#), or find accommodation and support services from organizations like [The Salvation Army](#) and The [Riverside Group](#).
- Possible referral to Children Services

A pupil who may be experiences mental ill health

Indicators of risk may include: Signs that a pupil may be experiencing mental ill health include changes in mood and behaviour, like increased sadness, irritability, or withdrawal from social situations; physical changes such as unexplained weight loss, poor sleep, or changes in eating habits; and academic struggles like declining grades or difficulty concentrating. Other indicators can include expressions of hopelessness, loss of interest in usual activities, or self-harm.

Actions we will consider are:

- first speak to the pupil and listen to their concerns, then involve the school's pastoral care team who can provide in-school support and refer to external services like CAMHS or the GP.
- For immediate, out-of-hours support, contact [Shout](#) (text 85258) or [Childline](#) (0800 1111).
- The school will assess the pupil's needs, create a support plan, and work with parents to access further help to improve the child's wellbeing and attendance.

A pupil who is missing alcohol and other drugs themselves

Indicators of risk may include: Emotionally unavailable at times because of their preoccupation with drugs and alcohol. Substances (and not having substances when they need them) creating mood swings which can create being disorganised, stealing money for a habit. Unusual patterns of behaviour and patterns. Increase in criminal activity to fund misuse.

Actions we will consider are:

- Possible referral to Children Services
- Referrals to Craunston (Worcestershire)

A pupil who is Looked After, Previously Looked After or has returned home to their family from care

Indicators of risk may include: Children who have been adopted or placed in a child arrangement order or special guardianship order have positives futures in front of them. However, it is important to remember that this exciting new phase in their life does not eliminate their past experiences which can have a lasting impact.

Actions we will consider are: Every school is legally required to appoint a Designated Teacher (Beata Payne) to champion the educational progress of children who are or were in care. Their responsibilities include:

- Leading school strategy: Promoting a whole-school culture that prioritises the needs of these children.
- Advising staff: Acting as a source of advice for other teachers on effective strategies.
- Supporting the child: Prioritising one-to-one tuition and ensuring the child has a voice in setting their own learning targets.
- Communicating with carers: Liaising with carers, social workers, and other agencies to ensure a coordinated approach.
- Reporting to governors: Providing an annual report to the school's governors on the progress of these pupils.

The Virtual School Head (VSH)

Each local authority has a Virtual School Head (VSH) who is responsible for promoting the educational achievement of all looked-after children in their area.

A pupil who is a private fostering arrangement

Indicators of risk may include: lack of information about who is caring for them, vague or evasive carers, unusual changes in who accompanies them to school, or their story being inconsistent, indicating an unnotified or unsuitable private arrangement. Other risks include the absence of parental consent, inadequate cultural or identity support, and the potential lack of suitability of the private foster carer and household.

Actions we will consider are:

Ensure a private foster child has a consistent, supportive educational environment by maintaining open communication with the local authority's social worker, providing emotional support for the pupil, helping with homework and social integration, and encouraging participation in school activities.

The local authority holds the primary responsibility for supervising the arrangement and providing support to the carers, so school staff should refer any arrangements to the local authority's Children's Services.

A pupil who is lesbian, gay, bi or gender questioning

The DfE have published the revised guidance on gender questioning children this summer. This section signposts to this guidance.

The fact that a child or a young person may be LGB or gender questioning is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGB or gender questioning (whether they are or not) can be just as vulnerable as children who identify as LGB or gender questioning.

Indicators of risk may include:

We also recognise that LGBTQ+ children are more likely to experience poor mental health. Any concerns should be reported to the DSL

Actions we will consider are:

When families/carers are making decisions about support for gender questioning pupils, they should be encouraged to seek clinical help and advice. This should be done as early as possible when supporting pre-pubertal children.

When supporting a gender questioning pupil, we will take a cautious approach as there are still unknowns around the impact of social transition, and a pupil may have wider vulnerability, such as complex mental health and psychosocial needs, and in some cases, autism and/or attention deficit hyperactivity disorder (ADHD).

We will also consider the broad range of their individual needs, in partnership with their parents/carers (other than in rare circumstances where involving parents/carers would constitute a significant risk of harm to the pupil). We will also include any clinical advice that is available and consider how to address wider vulnerabilities such as the risk of bullying.

Risks can be compounded where children lack trusted adults with whom they can be open. We therefore aim to reduce the additional barriers faced and create a culture where pupils can speak out or share their concerns with members of staff.

Ensure that LGBT inclusion is part of the statutory curriculum in PSHE

A pupil who may be at risk online, including the use of mobile technology or a pupil who is putting others at risk online

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this we:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Protect and educate the whole school community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones').
- Set clear guidelines for the use of mobile phones for the whole school community.
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate.

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and f
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

To meet our aims and address the risks above we will:

- Educate pupils about online safety as part of our curriculum. For example:
 - The safe use of social media, the internet and technology, including Artificial Intelligence.

- Keeping personal information private.
- How to recognise unacceptable behaviour online.
- How to report any incidents of cyber-bullying, ensuring pupils are encouraged to do so, including where they are a witness rather than a victim.
- Train staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year.
- Educate parents/carers about online safety via our website, communications sent directly to them and during parents' evenings. We will also share clear procedures with them, so they know how to raise concerns about online safety.
- Make sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:
 - Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present.
 - Staff will not take pictures or recordings of pupils on their personal phones or cameras.
- Make all pupils, parents/carers, staff, volunteers and governors aware that they are expected to sign an agreement regarding the acceptable use of the internet in school, use of the school's ICT systems and use of their mobile and smart technology.
- Explain the sanctions we will use if a pupil is in breach of our policies on the acceptable use of the internet and mobile phones.
- Make sure all staff, pupils and parents/carers are aware that staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).
- Put in place robust filtering and monitoring systems to limit children's exposure to the 4 key categories of risk (described above) from the school's IT systems. This is then assessed [using plan technology for your school service](#), to self assess against the filtering and monitoring standards.
- Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our school community.

This section summarises our approach to online safety and mobile phone use. For comprehensive details about our school's policy on online safety and the use of mobile phones, please refer to our online safety policy and mobile phone policy, which you can find on our website: www.theaspireacademy.org.uk/policies

A pupil who may be at risk of Honor-Based Abuse

So-called 'honor-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honor of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

Since February 2023, it's been a crime to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or another form of coercion are not used. This applies to non-binding, unofficial 'marriages' as well as legal marriages.

All forms of HBA are abuse and will be handled and escalated as such.

Indicators of risk may include:

- Protecting perceived cultural and/or religious ideals (misguided or outdated);
- Retaining wealth, property or land within the family;
- To reinstate position or standing in community following perceived breach of family honour/code;
- Perceived promiscuity or being LGBTQ+;
- Assisting claims for residence and citizenship in the UK;
- Alleged immoral behaviour including:
 - Choice of make-up or dress;
 - Possession and / or use of a mobile telephone;
 - Use of social media accounts;
 - Showing forms of intimacy in public;
 - Rejecting a forced or child marriage;
 - Being a victim of rape or other serious sexual assault;
 - Being a victim of child sexual exploitation or criminal exploitation;
 - Inter-faith relationships.

Apparent unsuitable relationships for example gay / lesbian / bisexual This could occur through:

- Defying parental authority;
- Becoming too 'westernised' in style of clothes, make-up, behaviour and attitudes;
- Having sex, relationships and/or pregnancy outside of marriage;
- Leaving a spouse or seeking a divorce;
- Use of drugs; alcohol, or cigarettes;
- Gossip – family honour can be damaged by rumour and gossip that is not true but believed to be true by members of the community;
- Marrying outside of faith; and
- Choosing to leave faith / religious group.

Actions we will consider are:

- speak to the pupil about their concerns in a secure and private place – we understand the '1 chance rule'.
- Contact the Police on 999 for emergencies and 101 for non-emergencies
- A referral to Worcestershire's Family Front Door

A pupil who may be at risk of FGM or we have discovered that FGM has taken place

Keeping Children Safe in Education explains that FGM comprises “all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs”.

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as ‘female genital cutting’, ‘circumcision’ or ‘initiation’.

Indicators of risk may include:

- A pupil confiding in a professional that FGM has taken place.
- A mother/family member disclosing that FGM has been carried out.
- A family/pupil already being known to social services in relation to other safeguarding issues.

A girl:

- Having difficulty walking, sitting or standing, or looking uncomfortable.
- Finding it hard to sit still for long periods of time (where this was not a problem previously).
- Spending longer than normal in the bathroom or toilet due to difficulties urinating.
- Having frequent urinary, menstrual or stomach problems.
- Avoiding physical exercise or missing PE.
- Being repeatedly absent from school or absent for a prolonged period.
- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour.
- Being reluctant to undergo any medical examinations.
- Asking for help, but not being explicit about the problem.
- Talking about pain or discomfort between her legs.

Potential signs that a pupil may be at risk of FGM include:

- The girl’s family having a history of practicing FGM (this is the biggest risk factor to consider).
- FGM being known to be practiced in the girl’s community or country of origin.
- A parent or family member expressing concern that FGM may be carried out.
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues.

A girl:

- Having a mother, older sibling or cousin who has undergone FGM.
- Having limited level of integration within UK society.
- Confiding to a professional that she is to have a “special procedure” or to attend a special occasion to “become a woman”.
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents/carers stating that they or a relative will take the girl out of the country for a prolonged period.

- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM.
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion).
- Being unexpectedly absent from school.
- Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication.

Actions we will consider are:

Speak to the DSL immediately if we suspect a pupil is at risk of FGM or we suspect that FGM has been carried out and the DSL follow our local safeguarding procedures.

Any teacher who either:

- Is informed by a girl under 18 that an act of FGM has been carried out on her; or
- Observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

Will immediately report this to the police, personally. This is a mandatory statutory duty, and teachers will face disciplinary sanctions for failing to meet it.

Unless they have been specifically told not to disclose, they should also discuss the case with the DSL and complete a My Concern report and involve children's social care as appropriate.

The duty for teachers mentioned above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.

Concerns about a staff member, supply teacher, volunteer or contractor

Please refer to the Esteem Managing Allegations and Low-Level Concerns Policy

Complaints

Please refer to the Esteem Complaints Policy

Whistle Blowing

Please refer to the Esteem Whistleblowing Policy

National and Local Guidance / Services and Resources

Specific Safeguarding Concerns	National Guidance / Services / Resources	Local Guidance / Services / Resources
A pupil whose behaviour towards other pupils causes a safeguarding concern or where we have received an allegation of abuse towards a pupil by a pupil. Child on Child Abuse	Keeping children safe in education - GOV.UK (www.gov.uk) What is online child-on-child abuse? Internet Matters Child on child abuse – Safeguarding Network	https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care
A pupil who has raised concerns around sharing of nudes and semi-nudes	Online Safety Resource Centre - London Grid for Learning (lgfl.net) Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK (www.gov.uk)	https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care West Mercia Police : https://www.westmercia.police.uk/

('sexting')		
A pupil who is Missing from Education	Children missing education - GOV.UK (www.gov.uk) Children who run away or go missing from home or care - GOV.UK (www.gov.uk) Missing Children and Adults strategy - GOV.UK (www.gov.uk)	https://www.worcestershire.gov.uk/worcestershire-education-and-early-years-services/attendance-and-children-missing-education-cme
A pupil who is persistently absent from education, including persistent absences for part of the school day.	Securing good attendance and tackling persistent absence - GOV.UK (www.gov.uk) Attendance: persistent and severe absence thresholds and statistics The Key Leaders (thekeysupport.com)	https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/attendance-information-parents-and-carers
A pupil who may be a Young Carer	Young carers Barnardo's (barnardos.org.uk) Being a young carer: your rights - NHS (www.nhs.uk) Young carers Action For Children	https://www.yss.org.uk/worcestershire-young-carers/

A pupil who may be at risk of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines	County Lines Toolkit For Professionals The Children's Society (childrenssociety.org.uk) Missing Children and Adults strategy - GOV.UK (www.gov.uk) Children missing education - GOV.UK (www.gov.uk) Safeguarding children who may have been trafficked - GOV.UK (www.gov.uk) Care of unaccompanied migrant children and child victims of modern slavery - GOV.UK (www.gov.uk) Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk) Child exploitation disruption toolkit - GOV.UK (www.gov.uk) CSA Centre	https://www.westmercia.police.uk/ https://www.worcestershire.gov.uk/council-services/childrens-social-care/get-safe
A pupil who may be at risk of serious violence	Serious Violence Strategy - GOV.UK (www.gov.uk) An analysis of indicators of serious violence: Findings from the Millennium Cohort Study and the Environmental Risk (E-Risk) Longitudinal Twin Study (publishing.service.gov.uk) Our approach to evidence - Youth Endowment Fund Tackling violence against women and girls strategy - GOV.UK (www.gov.uk) vice to schools and colleges on gangs and youth violence - GOV.UK (www.gov.uk)	https://www.westmercia.police.uk/ https://www.worcestershire.gov.uk/council-services/communities/community-safety/community-safety-partnership-arrangements
A pupil who may be at risk of CSE	Child sexual exploitation: definition and guide for practitioners - GOV.UK (www.gov.uk) Missing Children and Adults strategy - GOV.UK (www.gov.uk) Children missing education - GOV.UK (www.gov.uk) Preventing Child Sexual Exploitation The Children's Society	https://www.westmercia.police.uk/ https://www.worcestershire.gov.uk/council-services/childrens-social-care/get-safe/child-sexual-exploitation-cse

A pupil who is at risk of being radicalised	Educate Against Hate NSPCC Channel and Prevent Multi-Agency Panel (PMAP) guidance - GOV.UK (www.gov.uk) Prevent legislation, guidance and resources - The Education and Training Foundation (et-foundation.co.uk) Online Safety Resource Centre - London Grid for Learning (lgfl.net)	https://www.worcestershire.gov.uk/council-services/adult-social-care/safeguarding-and-concerns-about-adult/prevent-prevention-extremism-and-radicalisation#:~:text=extremism%20and%20radicalisation,.Prevent%20%2D%20Prevention%20of%20extremism%20and%20radicalisation,at%20risk%20of%20being%20radicalised https://www.westmercia.police.uk/advice/advice-and-information/t/prevent/prevent/
A pupil who has a family member in prison, or is affected by parental offending	NICCO	https://www.yss.org.uk/action-for-children-south-worcestershire-starting-well-partnership/ https://www.startingwellworcs.nhs.uk/ https://ymcaworcestershire.org.uk/rainbow-connection/
parental drug and alcohol misuse	Parental substance misuse NSPCC Learning Safeguarding children affected by parental alcohol and drug use - GOV.UK (www.gov.uk) Parents with alcohol and drug problems: support resources - GOV.UK (www.gov.uk)	https://www.worcestershire.gov.uk/council-services/childrens-social-care/virtual-family-hub/relationship-support https://www.startingwellworcs.nhs.uk/
adult mental health issues	Parental mental health problems NSPCC Learning Parenting and mental health - Mind Parental mental illness for parents Royal College of Psychiatrists (rcpsych.ac.uk)	https://www.worcestershire.gov.uk/council-services/health-and-wellbeing/mental-health-and-emotional-wellbeing/mental-health-support-adults https://www.hacw.nhs.uk/services/service/single-point-of-access-adult-and-older-adult-mental-health-worcestershire-25/ https://www.hacw.nhs.uk/urgent-help/
Domestic Abuse. We understand that children are also victims of	How to Protect Children From Domestic Abuse NSPCC Refuge Home Safelives Domestic abuse: specialist sources of support - GOV.UK (www.gov.uk)	https://www.worcestershire.gov.uk/council-services/adult-social-care/safeguarding-and-concerns-about-adult/domestic-abuse-support https://www.worcestercommunitytrust.org.uk/dawn/ https://www.westmerciawomensaid.org/

Domestic Abuse.	Home : Operation Encompass	
Homelessness	Homelessness (16/17 year olds) - childlawadvice.org.uk Homelessness Barnardo's (barnardos.org.uk) Homelessness and its impact on children - ACAMH	https://www.worcestershire.gov.uk/council-services/health-and-wellbeing/housing-and-homelessness https://www.worcester.gov.uk/housing/homeless-or-at-risk-of-homelessness
A pupil who may be experiences mental ill health	Mental health and behaviour in schools - GOV.UK (www.gov.uk) Children's mental health - Every Mind Matters - NHS (www.nhs.uk) Signs That a Child Is Suffering From Mental Health Issues NSPCC	Mental Health Lead in School- Zoe Kingston https://www.worcestershire.gov.uk/council-services/health-and-wellbeing/mental-health-and-emotional-wellbeing/childrens-and-young-peoples-mental-wellbeing https://camhs.hacw.nhs.uk/
A pupil who is misusing alcohol and other drugs themselves	From harm to hope: A 10-year drugs plan to cut crime and save lives - GOV.UK (www.gov.uk) Honest information about drugs FRANK (talktofrank.com) Drug and alcohol education (pshe-association.org.uk) DfE's guidance on searching, screening and confiscation	https://cranstoun.org/help-and-advice/young-people/here4youth-worcestershire/ https://www.startingwellworcs.nhs.uk/substance-misuse/ https://westmerciayouthjustice.org.uk/get-information/other-support-for-young-people/
A pupil who is Looked After, Previously Looked After or has returned home to their family from care	Designated teacher for looked-after and previously looked-after children - GOV.UK (www.gov.uk) Looked after children NSPCC Learning Looked after children – Safeguarding Network	https://www.worcestershire.gov.uk/council-services/childrens-social-care/anchor https://www.hacw.nhs.uk/children-in-care/ https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/virtual-school
A pupil who is a private fostering arrangement	Children Act 1989: private fostering - GOV.UK (www.gov.uk) Private fostering - childlawadvice.org.uk	https://www.worcestershire.gov.uk/council-services/childrens-social-care/worcestershire-fostering/types-fostering/private-fostering https://www.orchardprimary.org.uk/site/data/files/users/help-and-support/A32F237D9F603156527064D5D600EE08.pdf

		https://kinship.org.uk/support-and-advice/advice-and-information/private-foster-care/
A pupil who is lesbian, gay, bi or trans	https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education Safeguarding LGBTQ+ children and young people NSPCC Learning Think your child might be trans or non-binary? - NHS (www.nhs.uk)	https://www.worcestershire.gov.uk/council-services/childrens-social-care/virtual-family-hub/identity-and-sexuality https://camhs.hacw.nhs.uk/gender/ https://www.startingwellworcs.nhs.uk/identity/
A pupil who may be at risk online, including the use of mobile technology or a pupil who is putting others at risk online.	A guide to the Online Safety Bill - GOV.UK (www.gov.uk) Homepage - UK Safer Internet Centre Online safety - BBC Teach Staying safe online Childline What is Online Safety? SWGfL CEOP Safety Centre	https://www.worcestershire.gov.uk/council-services/childrens-social-care/get-safe/keeping-your-child-safe-online https://www.safeguardingworcestershires.org.uk/home/wscp/children-and-young-people/staying-safe-online/ https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/send-local-offer/high-school-years-11-16-years-send/keeping-safe-send
A pupil who may be at risk of Honor-Based Abuse	Forced Marriage Unit on 020 7008 0151 or fmf@fco.gov.uk Forced marriage - GOV.UK (www.gov.uk) The right to choose: government guidance on forced marriage - GOV.UK (www.gov.uk)	https://www.worcestershire.gov.uk/council-services/childrens-social-care/virtual-family-hub/domestic-abuse-children-and-young-people https://www.safeguardingworcestershires.org.uk/home/wscp/professionals/cse/ https://www.worcestershire.gov.uk/council-services/adult-social-care/safeguarding-and-concerns-about-adult/domestic-abuse-support
A pupil who may be at risk of FGM or we have discovered that FGM has	Female genital mutilation - GOV.UK (www.gov.uk) Female genital mutilation: resource pack - GOV.UK (www.gov.uk)	https://www.safeguardingworcestershires.org.uk/documents/female-genital-mutilation-fgm-pathway/ https://www.safeguardingworcestershires.org.uk/home/wscp/professionals/cse/

taken place		
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